



County of Los Angeles CHIEF EXECUTIVE OFFICE

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September 23, 2011

To: Mayor Michael D. Antonovich
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Supervisor Zev Yaroslavsky
Supervisor Don Knabe

From: William T Fujioka
Chief Executive Officer

Lisa M. Garrett
Director of Personnel

PROBATION WORKFORCE REDUCTION AND RETURN TO WORK STATUS REPORT

As instructed by your Board on May 17, 2011, this memorandum reports the bi-weekly status of the workforce reduction process for the Probation Department (Probation). The memo also includes an update on Probation return-to-work activities.

Seniority Lists/Workforce Reduction Plan

Layoff notices were mailed to the impacted staff (148 Detention Services Officers and 16 Group Supervisor, Nights) on September 12, 2011. Employees were thanked for their service to the County and given the option to meet in-person with a Probation manager to discuss the layoffs, which will be effective September 30, 2011. To date, 93 employees have elected to meet with a manager. Two of the 148 Detention Services Officer (DSO) positions slated for layoff have already been vacated, bringing the overhire/layoff number for DSOs down to 146.

Layoff Informational Seminars for employees were held on September 20, 21, 22, 2011 and today. Representatives from LACERA, Rapid Response, Goodwill of Southern California, and Employee Benefits provided information to employees on retirement, unemployment insurance claims, employment and training opportunities, financial planning services, COBRA, etc.

"To Enrich Lives Through Effective And Caring Service"

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Meetings with the Labor Unions

Chief Executive Office (CEO) Employee Relations, Probation, and the Department of Human Resources (DHR) met with AFSCME Local 685, SDPO Association, and PMA on September 13, 2011 to address the layoffs and related issues. The unions voiced concerns about the impact of the layoffs and will be submitting a proposal to address their concerns.

Transition Services

Sixty one employees and ten employers (listed below) attended the job fair DHR and Probation, hosted on September 13, 2011.

County Departments:

Agricultural Commissioner
Children and Family Services
Health Services
Internal Services
Mental Health
Public Health
Public Works

Non-County Agencies:

County of San Diego
California WorkSource Centers
Goodwill

To date, layoff has been mitigated for one Detention Services Officer (DSO) who will be hired as a Medical Case Worker II at Mental Health, effective September 26, 2011. DHR continues efforts to place the remaining employees who have submitted resumes. Of these, only 22 employees have provided release forms so that other departments can review their personnel files. The Department of Public Social Services will be reviewing the files to conduct hiring interviews for Eligibility Worker vacancies.

The Sheriff's Department (Sheriff) is proceeding with consideration of DSOs who have begun the background process for Custody Assistant positions. Sheriff conducted a meeting with interested employees on September 20, 2011, to initiate the background process. The background process will extend beyond September 30, 2011 and employees will need to be hired from the re-employment list.

Return to Work

- On September 14, 2011, CEO Risk Management (RM) staff were at the Probation department to identify if any Deputy Probation Officers II (DPO II) currently off work could perform temporary modified work as part of the AB 109/Post-Release Community Supervision (PRCS) Program.
- On September 15, 2011, the workers' compensation third-party administrator, Acclamation Insurance Management Services (AIMS), was instructed to forward

job descriptions developed for the PRC-Deputy Probation Officer II (field & office) and PRC-Deputy Probation Officer II (office only) positions for the PRCS Program to the medical providers, who were asked to comment on whether or not any of the employees identified could perform either assignment on a temporary basis. As of September 22, 2011, six responses had been received. One employee has been approved for either type of assignment and two employees have been approved for the office only assignments.

- CEO-RM continues to analyze Probation's Long Term Leave (LTL) report to determine if any employee meets the criteria to be medically released under Civil Service Rule 9.08 (c). Thus far, recommendations have been made on five individuals who may be eligible for medical release.
- CEO-RM staff will continue to assist Probation with their return-to-work efforts.
- Attached is a chart showing changes in long term leave numbers for five key Probation classifications.

Risk Management

- On September 14, 2011, CEO met with the Probation Risk Manager to discuss the Departmental Safety Committee (Committee). The Committee will be chaired by Probation Administrative Deputy, DeWitt Roberts, and the first meeting will be scheduled in October, 2011.
- CEO requested that Probation create two sub-committees to address the high workers' compensation claims in the two areas: 1) Safe Crisis Management and 2) Field and Office Ergonomics. The sub-committees will be meeting on a monthly basis. The sub-committee members consist of directors from the juvenile halls and camps. The first meetings are scheduled after the Departmental Safety Committee.
- CEO continues to provide weekly workers' compensation and liability data.
- CEO referred one workers' compensation claimant to Probation to be monitored because the employee has filed five claims in the last five years.
- CEO and Probation determined there are no procedures for employees to report an injury without filing for workers' compensation. The Probation Risk Management office will draft a directive to incorporate this procedure.
- CEO will contact the Department of Public Health to request a train-the-trainer program for Probation Risk Management staff relating to food safety. Probation staff working in the kitchens will then be trained on this subject.
- Probation reported that they have created a global email to allow supervisors and employees to request assistance from the Probation Risk Management office. This email will also be used to disseminate safety information to all staff.

Probation and Internal Services Department (ISD) Workers' Compensation Claim Comparison

	Claim Count per Dept. (FY 2010-11)	Number of Employees at Downey Facility	Claim Count at Downey Facility	Rate per 100 Employees
Probation	943	540	43	8.0
ISD	104	717	15	2.0

Note: Additional analysis is being conducted to validate the number of Probation employees at the headquarters location and also to evaluate the work location of 25 of the claims currently allocated to headquarters.

Probation Workers' Compensation Investigation

- On September 8, 2011, CEO-RM staff met with AIMS, the third-party administrator managing Probation workers' compensation claims, to reaffirm aggressive claims investigation protocols.
- CEO-RM and AIMS staffs identified five workers' compensation claims where immediate additional investigations are required.
- AIMS completed four additional surveillance referrals, one activity check referral, and one financial activity investigation referral.
- On September 14, 2011, CEO-RM and Probation staff met to discuss the appropriate protocols for reporting suspected potential workers' compensation fraud.
- During that meeting, an additional five workers' compensation claims were identified requiring additional investigation and were referred to AIMS.
- CEO-RM and Probation staff will meet the week of September 26, 2011, to plan additional workers' compensation anti-fraud training. Such training will be provided by CEO-RM.
- CEO-RM, in collaboration with AIMS, continues to provide workers' compensation claims administration assistance to Probation.

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If you have any questions, please have your staff contact Deputy Chief Executive Officer, Ellen Sandt at (213) 974-1186 or Director of Personnel, Lisa M. Garrett at (213) 974-2406.

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SAW:ef

Attachment

c: Executive Office, Board of Supervisors
 County Counsel
 Human Resources
 Probation

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PROBATION LONG TERM LEAVE STATUS

<u>Classification</u>	<u>Aug. 28, 2011</u>	<u>Sept. 22, 2011</u>	<u>Comments</u>
Sup. Deputy Probation Officer	4	5	1 new case; 1 pending medical release in the works
Deputy Probation Officer II	34	38	1 returned to work; 5 new cases; 2 pending medical releases in the works
Deputy Probation Officer I	32	33	1 returned to conditional assignment; 1 retired; 3 new cases
Detention Services Officer	76	81	1 retired; 6 new cases
Group Supervisor Nights	31	31	No changes

Note: Long term leave includes leaves over six months.